



The Best of Oregon

**ASSISTANT CITY ATTORNEY
CITY OF BEAVERTON**

Opens: December 13, 2011

Closes: January 20, 2012

The Community

The City of Beaverton is located seven miles west of Portland and has a population of approximately 90,000. In 2010, Beaverton was named by Money magazine as one of the United States' 100 best smaller cities to live in.

Beaverton offers a variety of activities and amenities including the region's largest farmers market, an outstanding City library, more than 100 parks, bike paths and hiking trails. It is also conveniently located within about an hour's drive of the Oregon coast, Mt. Hood and the Columbia River Gorge.

The City of Beaverton Government/Organization

The City of Beaverton operates under the strong mayor form of government. The elected Mayor is the City's chief executive officer responsible for administering day-to-day operations. Five elected City Council members govern the City. The City of Beaverton has approximately 500 full time equivalent employees with one labor union (SEIU) and one labor association (Beaverton Police Association) that in total represent about 390 employees.

The City provides many direct services including Police, Court, Library, Water, Community and Economic Development (building, planning, sustainability, and urban and economic redevelopment), Public Works and Engineering. The internal support services include Finance, Human Resources, Information Services and the City Attorney's Office.

Beaverton faces numerous complex issues and is an exciting organization to work in. The City has adopted a Civic Plan (available at www.beavertoncivicplan.com) that serves as the City's implementation plan for the community's vision to revitalize the central city, foster economic growth, ensure a diversity of housing stock and expand transportation options. The Beaverton Urban Renewal Agency was recently created to manage urban redevelopment and renewal activities within the City. The City has adopted a \$150 million Central Beaverton Urban Renewal Plan (www.beavertonoregon.gov/bura), which voters approved in the November 8, 2011 general election. The City is also exploring a variety of public-private partnership opportunities, including projects for construction of workforce housing.

The Position

This position will support the City's efforts to implement the Civic Plan by advising staff as to real estate contracts and transactions (including acquiring, financing, developing, constructing, leasing and selling real property in the context of public-private partnerships) and land use regulations (including comprehensive planning, zoning, permitting, urban services agreements and the extension of urban services boundaries); interpreting and applying local, state and federal laws, including city ordinances and resolutions; and drafting other legal documents and opinions. The incumbent may also provide legal services to various other City departments, boards and commissions and may attend several evening meetings per month.

The Ideal Candidate

Qualifications

- Experience with one or more of the following: land use, urban renewal, real estate transactions, public/private development transactions, contract negotiations and/or general transactional work.
- Law degree from a law school fully accredited by the American Bar Association.
- Active member in good standing with the Oregon State Bar Association.
- At least five years of relevant work experience.
- Thorough, professional understanding of legal principles, procedures, and terminology, civil and government laws, courtroom and trial procedures.
- Ability to analyze complex facts, evidence, and precedents to independently arrive at logical decisions and recommendations.
- Strong computer and organizational skills.

Management Style

- Candidate should have strong interpersonal skills including the ability to communicate effectively verbally and in writing, especially difficult messages.
- Candidate should have a strong work ethic and desire to perform high quality work and desire to resolve problems.
- Candidate should have the ability to build good working relationships with staff in all departments.
- Candidate should have a strong sense of confidentiality and ability to make decisions in the best interest of the City.

Compensation

The expected salary range for the Assistant City Attorney is \$5,592 to \$9,369 monthly or \$67,104 to \$112,428 annually. Starting salary will be dependent on qualifications. In addition, the City pays the full retirement contribution to Oregon PERS and offers an excellent health insurance package.

How to Apply

All interested individuals may apply by submitting a cover letter and resume and completed City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov. Closing Date: January 20, 2012.

**The City of Beaverton is an equal opportunity employer.
Women, minorities and veterans are encouraged to apply.**